

# BYLAWS

## Saddleback Mothers of Multiples Club

Revised November 2017

### ARTICLE I- NAME AND TYPE

#### **Section I**

This organization formerly known as the Saddleback Mothers of Twins Club shall be known as the Saddleback Mothers of Multiples Club, a chapter of the Southern California Mothers of Multiples Clubs, Inc. and a chapter of the Multiples of America, Inc.

#### **Section II**

This organization is to be operated as a charitable, non-profit organization and is exempt from federal income tax (some exceptions may apply) under section 501(c)3 of the Internal Revenue Code.

### ARTICLE II- PURPOSE

#### **Section I**

The purpose of this organization is to unite and educate multiple birth families and to assist with medical and educational researchers.

#### **Section II**

The purpose of this organization shall be for families of multiple births to meet and discuss the joys and challenges in the care and raising of twins and other multiples.

#### **Section III**

The purpose of this organization is to assist members in the event of illness or other emergencies.

#### **Section IV**

The purpose of this organization is to be philanthropic within our means to provide education and support with first consideration given to multiple birth and child-related endeavors. All other philanthropic endeavors are to be limited to the communities represented, when possible. In the event that the Club dissolves, all monies revert to a like organization.

### ARTICLE III- FOUNDERS AND FOUNDING DATE

#### **Section I**

The founding date of Saddleback Mothers of Twins Club was February 17, 1970. The name changed to Saddleback Mothers of Multiples Club on August 1, 1992.

#### **Section II**

The Founders of our club: Sharon Figeira Wright, June Kemper Vogel, and Jill Stauffer Henderson will be Honorary Members for life.

### ARTICLE IV- MEMBERSHIP

#### **Section I**

Membership will be open to any parents or expectant parent of multiple births, parents of adopted multiples and parents of children with not more than six months difference in age, or legal guardian of such. No person shall be excluded from our club because of race, color, religion or creed, national origin or ancestry, sex, age, disability, marital status, sexual preference or orientation, gender identification, citizenship status, or other legally protected status.

## **Section II**

The definition of an active member is a person who has full paid dues.

## **Section III**

Moms of older multiples or HOTT (Has Older Twins and Triplets) Moms will receive the standard support from the club and dues will be 50% of the full annual dues.

- A. The HOTT moms/kids activities are for those who have multiples 4 years and older. However, any member can attend these activities.
- B. The multiples must turn 4 before the expiration of the member's dues in order for the reduced rate to apply.
- C. Responsibilities of these members:
  1. One or more members will serve as chairperson(s) of this group.
  2. These members are responsible for presenting a workshop at a general meeting in order to share their experience as parents with the general members.

## **Section IV**

Outside of Area members are former members that are not able to participate in events and meetings due to living 100 miles or further from SMOMC's geographical boundaries, but still desire to participate in the SMOMC website's members only area. Outside of Area members' dues will be 50% of the full annual dues.

## **Section V**

Affiliate Members are officers of other multiples clubs or officers of the State or National clubs who request website access. Access will be limited to the term of their office. There will be no charge for this membership.

## **Section VI**

The geographical boundaries for the organization will be South Orange County and surrounding areas, including Saddleback Valley and Capistrano Valley.

## **Section VII**

Only paid active and scholarship members are eligible to vote.

## **Section VIII**

All members will have access to a current copy of Club Bylaws, Standing Rules, and Policies and Procedures on our web site or may have a paper copy by request to the Parliamentarian. All members agree to abide by such Bylaws, Standing Rules, and Policies and Procedures.

## **Section IX**

A member may be expelled from the club for failure to abide by the Bylaws, Policies and Procedures, Standing Rules, or for conduct determined detrimental to the club. This expulsion must be approved by a 2/3 vote of the Executive Board, a quorum being present. This decision, however, would not be affected by race, color, religion or creed, national origin or ancestry, sex, age, disability, marital status, sexual preference or orientation, gender identification, citizenship status, or other legally protected status.

## **ARTICLE V- EXECUTIVE BOARD AND STANDING COMMITTEE CHAIRPERSONS**

### **Section I**

The board consists of the Executive Board members, Advisors, and Standing Committee Chairpersons, all of whom are volunteers.

### **Section II**

The Executive Board consists of:

- A. The elected officers
  - a. President
  - b. Vice President –Programs
  - c. Vice President – Fundraising
  - d. Vice President – Newcomers
  - e. Vice President – Information Technology

- f. Vice President – Membership
- g. Vice President – Helping Hands
- h. Vice President – Consignment Sale
- i. Vice President – Social
- j. Vice President – Support
- k. Vice President – Marketing and Social Media
- l. Recording Secretary
- m. Vice President – Communications
- n. Treasurer
- o. Editor
- p. State and National Representative
- B. Optional Elected Officials
  - a. Vice President
  - b. Vice President of Family Events
- C. Parliamentarian
- D. Each Executive Board member is considered an Officer in Charge (OIC). Each OIC will oversee the Co-VP and/or the committee persons listed in Section III, Standing Committee Chairs. Those not reporting to an OIC will report to the President as her OIC.

### Section III

Advisors shall be past Presidents and are currently active members.

### Section IV

Chairpersons of Standing Committees:

- A. Chairpersons are appointed by the Executive Board.
- B. New standing committees, duties and responsibilities shall be appointed by the President with the approval of the Executive Board, as deemed necessary.
- C. Committee Chairpersons shall be:
  - a. Co-VP Programs
  - b. Fundraising Committee
    - i. Fall Bake Sale
    - ii. Spring Bake Sale
    - iii. Fall Photo Fundraiser
    - iv. Spring Photo Fundraiser
    - v. Restaurant Nights/Family Nights Out
    - vi. Silent Auction
  - c. Scrip/Merchandise
  - d. Co-VP Newcomers
  - e. Co-VP Information Technology
    - i. Webmaster
  - f. Co-VP Helping Hands
  - g. Co-VP Consignment Sale
  - h. Co-VP Social and Social Committee
  - i. KIDS
    - i. Halloween Party
    - ii. Morning with Santa
    - iii. Valentine's Party
    - iv. Summer Social
    - v. Bunny Breakfast
    - vi. Playgroups
    - vii. HOTT Kids
  - j. MOMS
    - i. Craft Night
    - ii. HOTT Moms
    - iii. Mom's Night Out
  - k. Support Committee
    - i. Bereavement
    - ii. Breastfeeding
    - iii. Higher Order Multiples
    - iv. Meals

- v. Preemie Closet
- vi. Post Partum Support
- vii. Special Needs
- l. Publicity
- m. Social Media
- n. Graphic Design
- o. New Member Workshop

## Section V

### Duties of Elected Officers and Parliamentarian

The Executive Board shall attend at least bi-monthly business meetings (or provide report to President if unable to make meeting), submit information about their duties into the newsletter and onto the website (including event dates for club calendar), review and participate in SMOMC's Board Room online message board and fulfill job duties outlined in the detailed job descriptions. A *brief* overview of the main duties of the Executive Board includes:

- A. President shall:
  - a. Preside and preserve order at all meetings, according to the bylaws of this organization.
  - b. Appoint all committees, committee chairpersons and vacated offices, with the approval of the Executive Board.
  - c. Approve all contracts and quarterly financial reports.
  - d. Be an ex-officio member to all committees, except the nominating committee.
- B. Vice President shall:
  - a. Assist President in all duties throughout the year.
- C. Vice President – Consignment Sale shall:
  - a. Organize the Consignment Sale events.
- D. Vice President – Fundraising shall:
  - a. Be responsible for all fundraising activities with the approval of the Board.
- E. Vice President – Newcomers shall:
  - a. Welcome all new members and arrange a regular call tree for the Board members to reach out to new members personally.
  - b. Oversee new member workshop
- F. Vice President – Information Technology shall:
  - a. Advise the Board on technological recommendations and solutions that are integral to our purpose as an organization.
  - b. Act as Super Administrator and Global Moderator for the website and all of its components, including the message boards.
  - c. Provide training on content submission to the message boards, and general website usage to the membership as deemed necessary.
  - d. Oversee and assist Webmaster in updating and maintaining integrity, content and security of the SMOMC.org website
- G. Vice President – Membership shall:
  - a. Be responsible for welcoming all new members and collecting membership dues
  - b. Be responsible for maintaining the membership roster in the club.
- H. Vice President – Helping Hands shall:
  - a. Be responsible for investigating and presenting, for approval of the Board, all Helping Hands projects.
  - b. Be responsible for distribution of all Helping Hands donations.
- I. Vice President – Programs shall:

- a. Select a monthly meeting place; be responsible for providing speakers, activities and provide snacks or arrange for members to bring snacks to share to general meetings, with input from the Board.
- J. Vice President – Social shall:
- a. Oversee committee chairwomen for all social events sponsored by our club, including parties, Moms' night out, field trips, bunco, crafts, play groups, HOTT Kids etc. with input from the Board.
  - b. VP of Social will also chair one of the social committees.
  - c. Depending on the interest level of members wanting to volunteer for board positions, the VP of Social can remain as one entity or be split into VP of Social Moms and VP of Social kids with associated Co-VPS. These VPs and Co-VPs will be considered members of the executive board.
- K. Vice President – Family Events shall:
- a. Oversee committee members in event planning
  - b. Present ideas/locations/budget needs for events to Executive Board
- L. Vice President - Support shall:
- a. Be responsible for maintaining the support network within our club by coordinating with VPs of Helping Hands and Newcomers to determine if a member and/or a prospective member needs extra support and maintaining contact with Support Committee Chairpersons.
  - b. VP of Support will also chair one of the support committees.
- M. Vice President - Communications shall:
- a. Collect any correspondence from the post office box and distribute to the appropriate person in a timely manner.
  - b. Post the agenda of the upcoming Board meeting and General meeting on the website prior to the meeting.
  - c. Manage the club's stationery and brochure supply.
  - d. Assist the President with any outgoing correspondence.
  - e. Compile and add information about events to the website.
- N. Recording Secretary shall:
- a. Keep minutes of the general and business meetings.
  - b. Keep a record of attendance of the general and business meetings.
  - c. Post minutes of the Board meetings in the Board Room forum for review and approval.
  - d. Submit approved minutes to the Club Documents section of the website.
- O. Treasurer shall:
- a. Receive all money belonging to the organization, keep regular records of all receipts and expenditures.
  - b. Make at least quarterly financial reports and present it to the Board at the business meetings.
  - c. Be responsible for maintaining the annual budget.
  - d. Not advance any monies, except for budgeted expenditures.
- P. Editor shall:
- a. Gather information from club and Board members for inclusion in the newsletter according to a published deadline.
  - b. Create an electronic newsletter. Review, edit and publish content submissions.
- Q. Parliamentarian shall:
- a. Be responsible for the proper functioning of the club meetings in accordance with the Bylaws and established parliamentary procedure.
  - b. Serve as chairwoman of the Nominating Committee, conduct elections, and be the recipient for absentee ballots during elections.
  - c. Facilitate the By-Law review at least once per year.

- d. Assume responsibilities in the event the President is unwilling or unable to perform her duties unless a President-Elect has already been identified. In that case, the President-Elect will assume the President's Responsibilities.
- R. State/National Representative shall:
- a. Pay dues to the Multiples of America, Inc.
  - b. Pay dues to the Southern California Mothers of Multiples Clubs, Inc.
  - c. Attend SCMOMC workshops and conventions twice yearly to represent SMOMC at SCMOMC business meetings. A designated representative from the club may be sent in the State/Nat Rep's place if approved by the Board.
- S. Vice President – Marketing and Social Media shall:
- a. Be responsible for marketing the club to the public and internally within the club.
- T. Section VI
- U. Eligibility and Election of Executive Officers
- V. Eligibility
- a. President:
    - i. A nominee must have at least one year as a member of the Board within the last two years.
  - b. For all other Executive Board Positions:
    - i. A nominee must be an active member.
  - c. Specific non-executive chairmanships are to be determined by the Executive Board:
    - i. A nominee must be an active member.
  - d. The above stated qualifications may be waived by a majority vote of the current, sitting Board.
- W. Nomination of Officers:
- a. Nominations shall be accepted from the floor.
  - b. Consent of nominees for candidacy must be received before the nominee may be presented for election in June.
  - c. Nominees shall be responsible to inform the club of the nominee's qualifications in the June newsletter and on the SMOMC website message boards.
- X. Election and Balloting:
- a. Election of officers shall take place in June of each year.
  - b. The ballot is to be printed in the June newsletter and brought to the meetings by members. The ballot shall also be posted on the SMOMC website prior to the June general meeting. Absentee ballots must be received by the Parliamentarian no later than the date of the election meeting. Envelopes must be marked "Ballot" on the outside and have a return address. No other absentee ballots will be accepted. The Parliamentarian will deposit all unopened absentee ballots in the ballot box, which will be provided at the June meeting by the Nominating Committee.
  - c. Failure to receive approval by a simple majority of voting members on any office shall be cause for voting on a new ballot for the candidates until a majority is attained.
  - d. The President shall appoint two active members, who are not on the current Board, to serve as tellers at the June meeting to assist the Parliamentarian in receiving and counting the ballots. No one on the ballot for an executive office may participate in the counting of ballots.
- Y. New Officers:
- a. New officers shall take office at the close of installation in August.
  - b. Officers shall be elected for one year.
  - c. No member shall be elected to the same office for more than two years in succession.
  - d. In the event that it is necessary to replace the President, the Parliamentarian shall become Interim President until an election can be held to fill the President's position with the approval of the Executive Board. The appointed officer must meet the qualifications as previously stated.
  - e. The outgoing President shall assume the office of Parliamentarian.

- f. In the event that it is necessary to replace the Parliamentarian, the President shall appoint a replacement with the approval of the Executive Board. The appointed officer must be an active member and must have served at least one year as a member of the Executive Board within the past two years.

## **ARTICLE VII- MEETINGS**

### **Section I**

The general meetings shall be held once a month for up to eleven months. Specific dates, times and locations are addressed in the Standing Rules.

### **Section II**

Business meetings shall be held as needed and determined by the President. Specific dates, times and locations are addressed in the Standing Rules.

### **Section III**

A quorum must be attended by at least forty percent (40%) of the Executive Board for business transactions to take place and motions to pass. An OIC may send a committee chair as her proxy.

## **ARTICLE VIII- DUES AND FINANCES**

### **Section I**

The fiscal year is August 1 through July 31.

### **Section II**

Membership shall be based on either an annual or bi-annual term, renewable indefinitely and subject to reclassification, upon payment of dues as set by the Board of Directors in accordance with these Bylaws. Dues must be paid prior to a member's participation in any events or the website forum. Failure to remit membership dues may result in removal of the member's name from the membership roll and from access to the website forum until dues are remitted, in which case a new anniversary date will be established.

### **Section III**

Saddleback Mothers of Multiples Club dues and National dues are addressed in the Standing Rules.

## **ARTICLE IX- AMENDMENTS**

The Bylaws of this organization may be amended at any general meeting by a two-thirds vote of all members present, providing notice of the proposed change has been given all members at least thirty days prior to the meeting. Bylaws shall be reviewed at least annually at any business meeting. Additionally, the Board Room message board can be used to facilitate the By-law review.

## **ARTICLE X- ROBERT'S RULES OF ORDER**

Whatever matters arise which are not covered by our Bylaws, Robert's Rules of Order will be used as a guideline.

## **ARTICLE XI- RELEASE OF CLUB DOCUMENTS AND PERSONAL INFORMATION**

### **Section I**

Regulations and ordinances governing this organization may not be transferred to another organization without the approval of the Executive Board.

### **Section II**

Membership rosters and membership contact information provided throughout the newsletter and posted on the SMOMC website is to be kept confidential and not to be made available or given to anyone outside of SMOMC members and prospective members without the consent of the individual. One exception is that

members' names and postal addresses are sent to the Multiples of America, Inc. for the purposes of their newsletter distribution as part of the MULTIPLES OF AMERICA dues that SMOMC pays. Members may not disclose or use member information for any purpose other than for which it was originally intended, that is, for club purposes only. Members may not contact other members for personal or business solicitation purposes unless the member has "express consent" from the recipient. Executive Board members with access to membership data (including but not limited to names of family members, email address and physical address) shall be required to sign an agreement to protect the confidentiality of all members' personal information.

## Bylaw Changes and Rationale November 2017

Article IV Section III

Change: Strike section

Rationale: Removal of prospective membership renders the section obsolete.

Article V Section II . D

Change: Strike exception

Rationale: New Member Workshop is no longer a committee position, it is now a duty of the VP of Newcomers to oversee.

Article V Section V . E

Change: Sub sections a and b shall be edited to reflect the removal of the prospective period.

Rationale: The removal of the prospective period alters the job description of this position. VP of Newcomers will be responsible for the welcome of new members and new member workshops.

Article VIII Section II

Change: Alter wording to reflect the addition of the 6 month membership term. Strike "annually" and add bi-annual.

Rationale: The addition of the 6 month membership term requires removal of the word "annually" and the addition of the bi-annual term into the wording.

## Bylaw Changes and Rationale March 2017

Article V Section IV. C. 5

ADD i. Webmaster

Rationale: Creates a Board position of Webmaster, reporting to the VP of IT, to oversee integrity, content and security updates to the SMOMC.org website. This shall be an appointed position with all the rights and responsibilities of the Board.

CHANGE all mentions of "Garage Sale" to "Consignment Sale" throughout the document.

Rationale: Name change to clarify the type of sale.

Article V. Section V, F

ADD 4. Oversee and assist Webmaster in updating and maintaining integrity, content and security of the SMOMC.org website

Rationale: To clarify duties and reporting structure of the Webmaster and VP of IT

Article V. Section V, Paragraph J Vice President - Social

ADD the word "shall"

Rationale: to be consistent with the document layout

Article V. Section V, R



ADD: 3. Attend SCMOMC workshops and conventions twice yearly to represent SMOMC at SCMOMC business meetings. A designated representative from the club may be sent in the State/Nat rep's place if approved by the Board.

Rationale: Sets out additional responsibility of State and Nat Rep

Article VI. Section A 1 i

REMOVE the word "Executive"

Rationale: Allows all board members to run for President

## Bylaw Changes and Rationale August 2016

Art1 Sec 1      ArtV Sec V R2

CHANGE Southern California Mothers of Twins Clubs, Inc. to Southern California Mothers of Multiples Club, Inc wherever contained in the document

RATIONALE: State organization name change

Art IV Sec II

REMOVE and has been a member for at least 3 months to one year without lapses

RATIONALE: dues payment is the only qualification of active membership as long as Article IV Sec 1 is fulfilled.

Art IV Sec III

ADD "and all club events"

RATIONALE: Allows Prospective members to freely attend all events during their prospective period in order to decide if they want to join the club.

Art V Sec II A

MOVE Vice President and ADD VP Family Events to Sec II B Optional Elected Officials

RATIONALE: Vice President is not needed and VP Family Events is needed occasionally. This gives the club flexibility to elect or not elect these positions

Art V Sec 5

ADD K) Vice President of Family Events

RATIONALE: Job Description

Wherever noted:

Hospitality changes to "Newcomers"

Exchange changes to "Consignment Sale"

Corresponding Secretary changes to "VP of Communications"

VP Marketing changes to VP Marketing and Social Media

## Bylaw Changes and Rationale June 2014

Art 1 Sec 1    Art 5 Sec 5, R    Art 10, Sec 2

CHANGE: "NOMOTC" to Multiples of America wherever found in document

Rationale: NOMOTC name change

Art5 Sec 2

REMOVE A-D for definition of member

Rationale: Gives flexibility to the members

Art V Sec 2

10. ADD: “Depending on the interest level of members wanting to volunteer for board positions, the VP of Social can remain as one entity or be split into VP of Social Moms and VP of Social kids with associated Co-VPS. These VPs and Co-VPs will be considered members of the executive board.”

Art 5 Sec 4

REMOVE: 13. Finance Committee Chairman

Rationale: we don’t have this any longer

Art 5 Sec 5

C.1. REMOVE Determine the Exchange theme at general meetings

Rationale: we don’t have this any longer

I.1. CHANGE from “arranging restaurant dinners etc...”) to “provide snacks or arrange for members to bring snacks to share to general meetings”

Rationale: we don’t have restaurant dinner meetings any longer

Art 5 Sec 6

A.1. REMOVE “providing she has not missed more than a total of ....office”

Rationale: Gives flexibility to the executive board committee members

Art6 Sec 1

CHANGE “once a month for 11 months” to “once a month for up to 11 meetings per year”

Rationale : Gives some flexibility to the schedule of required events

Art6 Sec2

CHANGE “bimonthly” to “ as needed and determined by the President”

Rationale: Gives flexibility to the executive board committee

Art 10 Sec2

Add at the end: “Executive Board members with access to membership data (names, email address and physical address” shall be required to sign an agreement to protect the confidentiality of all members’ personal information.

Rationale: Extra level of protection for member confidentiality